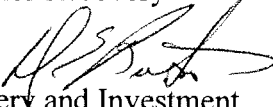


MANAGEMENT DIRECTIVE #4

TO: Senior Management Team for Recovery

FROM: Dempsey Benton, Director 
Office of Economic Recovery and Investment

SUBJECT: Reporting

DATE: June 3, 2009

As we have discussed, regular project reporting is a critical management function and requirement by the Office of Management and Budget. To meet the federal reporting expectations under Section 1512 of the 2009 Recovery Act, each state agency identified as a prime recipient must provide OERI with written confirmation (see attached) of their readiness for reporting quarterly to the federal government. Quarterly reports are due the 10th day of the month following the end of the quarter. Although the data elements are not yet finalized by the federal government, we do not expect any significant changes from the Federal Register. To prepare for the official October 1, 2009 deadline, each prime recipient should have a plan in place for the initial federal trial run which is currently anticipated for July 31. We need to do well on this trial event. Please continue to refer to <http://www.federalreporting.gov/> for the latest reporting guidelines from OMB. Currently, this site is under construction.

To assess NC's current readiness for the July report, we need information from each prime recipient. Complete the attached *Prime Recipient Readiness Assessment* form and note there are drop down selection menus for each response. For any item marked as "no", the form must be accompanied by a *Plan of Compliance (POC)* which includes specific strategies and the expected completion date (not to exceed June 30) for each strategy. Send the assessment form and POC, if applicable, to jimmy.carter@nc.gov, OERI, by June 24th. Once the federal reporting requirements and process are published on <http://federalreporting.gov/> for the July trial report, send your agency's initial July report directly to the federal government and send a copy to jimmy.carter@nc.gov in OERI.

You are also reminded that a response to the April 20th memorandum regarding application names for each data element was due to Paula.A.Jones@osmb.nc.gov by April 30. If you have not yet responded, please immediately do so.

Thanks.

cc: Zack Ambrose
Chief of Staff